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Services

**NONAPPROPRIATED FUND SPECIAL
MORALE AND WELFARE FUNDS'
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 34-2, Managing Nonappropriated Funds, and AFI 34-201, Use of Nonappropriated Funds (NAFS), Chapter 12, Support for Special Morale and Welfare (SM&W) Purposes and related APF guidelines. This instruction outlines local policies and procedures to follow when SM&W funds are to be used. The 50th Services Division Resource Management Flight Chief (RMFC) is the administrative focal point to ensure compliance with this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 33-139, Records Disposition Schedule.

1. Responsibilities: The 50 SW/CC is responsible for approving all SM&W expenditures prior to funds being obligated. Authority may be delegated up to specific amounts for recurring functions such as civic affairs, recognition programs and occasions that orient members of the command. SM&W expenditures are those a commander personally considers in the best interest of the Air Force or necessary to contribute to the morale and welfare of the military community.

2. Submitting Requests: SM&W expenditures must be approved prior to the event. The project officer coordinates the SM&W request. The request can be obtained from 50 MSG/SVF and will be coordinated as required by e-mail through the unit command, 50 CPTF/FMN, 50 MSG/SVF and 50 SW/CC (or the designated representative). The request should be included in the body of the e-mail and not included by attachment to the e-mail. The approval will be indicated by forwarding the e-mail to the next approval authority and indicating approved in the forwarded e-mail. Should circumstances dictate that a paper package be routed for coordination, it may be done using the attached format. Contractual actions cannot be initiated before approval from authorized official has been received.

2.1. The requesting organization completes section 1, 2, and 3 of the form and forwards the form to the unit commander and then to 50 CPTF/FMN for coordination.

2.2. 50 SW/FMN will review the request for SM&W funds to determine if Appropriated Funds (APF) are authorized for the intended purpose. (Re: Official Representation Funds, refreshments for confer-

ences, etc.) 50 CPTF/FMN will indicate if APFs are authorized or authorized but not available, and forward to 50 MSG/SVF.

2.3. 50 MSG/SVF will assign a control number and approve or disapprove in accordance with 34-201, Chapter 12, AFPSC guidance and this instruction. 50 MSG/SVF will forward the request to 50 SW/CC or 50 SW/SV depending on the nature of the function.

2.4. All requests must be approved and forwarded to 50 MSG/SVF at least 5 workdays before the function.

2.5. 50 SW/CC (or designee) approves or disapproves the request and returns to 50 MSG/SVF for action. 50 MSG/SVF will forward to the requestor along with an Electronic Payment Trading Partner Enrollment Agreement.

3. Funds Reimbursement: The requestor will contact 50 MSG/SVF to request reimbursement within 5 days of the event.

3.1. All original receipts supporting the event will be brought to 50 MSG/SVF. Funds will not be disbursed unless the expense is approved prior to the event.

3.2. Electronic Payment Trading Partner Enrollment Agreement will be completed by requestor and returned to 50 MSG/SVF. Funds will be deposited to project officer's account within 5 working days after receipts and agreement are received.

4. Accounting for the Program: The Resource Management Flight Chief will maintain a ledger of SM&W expenditures, establish sound protocol stock and inventory procedures and submit quarterly reports to AFSPC Services in accordance with their requirements.

5. Official Functions and Dollar Limitations: All SM&W expenditures must be conservative, and in the best interest of the Air Force, benefit the military community and not be limited to specific grades or levels of personnel. SM&W funds are not to be used in lieu of APF for purposed authorized in AFI 65-603, Official Representation Funds Guidance and Procedures.

5.1. Levels authorized by Air Force and MAJCOM have been modified (in some cases prohibited) for Schriever AFB based on the financial position of the Services Division Nonappropriated Fund Instrumentality. This is to ensure the basic MWR programs and services are not deprived of the NAF resources required to ensure their effectiveness.

5.2. The following functions are supported:

5.2.1. Cash awards (\$25.00 maximum) for base-wide quarterly awards within 36-series of Air Force instructions. This does not include Volunteer of the Quarter or Honor Guard Winners.

5.2.2. Meals for base-wide annual award winners and spouses within 36-series of Air Force instructions. This does not include Volunteer of the Quarter or Honor Guard winners.

5.2.3. Memorial Observances (patriotic, national and local): Light refreshments are authorized, not to exceed \$200 or \$2 per attendee, whichever is less. These snacks will in no way appear to be a meal and all menus will be included on request for event.

5.2.4. Memorial Observances (upon death of a military member, civilian employee of the organization or distinguished leader of the local community with strong ties to the base.)

5.2.4.1. Flowers and wreaths not to exceed \$50

5.2.4.2. A donation not to exceed \$50 to a charitable organization in lieu of flowers

5.2.5. Welcoming and Orientation (Quarterly Commanders' Call): Light refreshments are authorized, but not to exceed \$150 or \$2 per attendee, whichever is less. These snacks will in no way appear to be a meal. All menus will be included on request for event.

5.2.6. Welcoming and Orientation (Newcomer's Welcome): Light refreshments are authorized, but not to exceed \$40 per month. These snacks will in no way appear to be a meal. All menus will be included on request for event.

5.2.7. Change of Command: Light refreshments are authorized. These snacks will in no way appear to be a meal. All menus will be included on request for event.

5.2.7.1. Number Air Force -- not to exceed \$625 or \$2 per attendee, whichever is less

5.2.7.2. Wing/Group - - not to exceed \$500 or \$2 per attendee, whichever is less

5.2.7.3. Squadron - - not to exceed \$150 or \$2 per attendee, whichever is less

6. Chief of Protocol Responsibilities:

6.1. Protocol stock will be issued by the 50 SW/CC to host visiting personnel. Protocol stock will be safeguarded in accordance with AFMAN 34-212, *Control Procedures for Protecting NAF Assets*, Chapter 7.

6.2. An inventory of protocol stock will be maintained in accordance with official representation funds and SM&W funds and related APF guidelines. Maintain a perpetual inventory, cost of each item, name and title of person to whom presented, purpose of presentation/event. The inventory will be submitted monthly to 50 MSG/SVF. If security issues preclude listing of DV names it should be so stated and certified by the Chief of Protocol that ORF was not authorized for the visiting DV. Persons appointed by the 50th Services RMFC will conduct an annual inventory.

6.3. Protocol stock will not be commingled with other items, either personal, ORF or otherwise.

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander, 50th Space Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-2, Managing Nonappropriated Funds
AFI 34-201, Use of Nonappropriated Funds
AFI 65-603, Official Representation Funds Guidance
AFMAN 34-212, Control Procedures for Protecting NAF assets

Terms

RMFC—Resource Management Flight Chief
MAJCOM—Major Command
NAFS—Nonappropriate Funds
SM&W—Special Morale and Welfare

Attachment 2

SPECIAL MORALE AND WELFARE FUNDS REQUEST USER INSTRUCTIONS

A2.1. Action Officer will complete the request using the format below. Action officer will forward the request to the organization commander. Approval of this package remains with the action officer. No funds will be reimbursed without approval prior to the function.

A2.2. Commander will forward the request to 50 CPTF/FMN for action.

A2.3. 50 CPTF/FMN will indicate if appropriated funds are/are not authorized, and if authorized, if funds are/are not available. 50 CPTF/FMN will forward the request to 50 MSG/SVF for action.

A2.4. 50 MSG/SVF will assign a control number and indicate if funds and the dollar amount are authorized. 50 MSG/SVF will forward the request for 50 SW/CC or 50 MSG/SV based on the type of request.

A2.5. 50 SW/CC or 50 MSG/SV will approve/disapprove use of funds and forward request to 50 MSG/SVF for action.

A2.6. 50 MSG/SVF will forward approved request to action officer, including an Electronic Payment Trading Partner Enrollment Agreement.

A2.7. The format is as follows:

Action Officer (Name, Grade, Organization, Duty Phone)

1. Request funds not to exceed \$ _____ be authorized for the following function:
_____. A brief explanation and justification for the expenditure is: _____ . (See Schriever Instruction 34-201)

2. The itemized expenses and costs associated with this request are as follows:

a. Date and place of function:

b. Guest(s) of honor: (For change of commands, list incoming and outgoing commanders)

c. Attendance: Military _____ DoD Civilians _____ and non-DoD Civilians _____

d. A listing of award winners by category is attached/will be furnished prior to the function:
(Volunteers and Honor Guard members are not authorized funds)

e. Light refreshments and beverage costs \$ _____; average per person _____.

f. Complete menu items:

g. Senior officer hosting the function:

h. Project Officer and telephone number:

3. RECOMMENDATION. The 50 SW Commander or designated representative approve this expenditure for SM&W fund support.